

# Business Card Information

→ Only fill in the information that you want to appear on your business card.

→ **PLEASE PRINT**, avoid abbreviations – spell out words.

→ **Submit approved request to:**

King County Graphic Design and Production Services –  
M.S. GBB-ES-0200, Fax 206-205-8540  
(For questions, call 206-205-8550)

Form available on Graphics website in pdf format:  
<http://kcweb.metrokc.gov/des/graphics/bcards.asp>



**King County**

1 **Jane S. Doe**, PhD  
2 *Communication Specialist*  
3 *Graphic Design and Production Services*

4 **Information and Telecommunications Services Division**

5 Department of Executive Services

6 Graybar Building, GBB-ES-0100

7 416 Occidental Avenue South

Seattle, WA 98104-2836

8 jane.doe@metrokc.gov

www.metrokc.gov

**206-123-1234**

Fax 206-123-1234

Pager 206-123-4567

TTY 206-123-4567



<b>ARMS Coding Block</b>	Req. ORG Descr.		ORG Unit	Task	Option	Project	
	Fund	Cost Center	Project	Phase	Sub-Proj.	Grant	Bond
<b>IBIS Coding Block</b>							

**Proofing process: Information submitted on this form is assumed to be correct.  
The card will not be returned for additional proofing.**

☐ Please check here if you want “Clean Water – A Sound Investment” on your business card.

☐ Please check here if you want DDES map on backside of business card.

1 Name \_\_\_\_\_  
*Include all hyphens and accent marks in all languages. Prof. Initials: AIA, AICP, PhD, MA, etc. – 2 groups maximum*

2 Title \_\_\_\_\_  
*34 characters maximum*

3 Function \_\_\_\_\_  
*The function represented: section, office, program, location, etc. – 34 characters maximum*

4 Agency \_\_\_\_\_  
*The division or office as defined by King County ordinance.*

5 Department \_\_\_\_\_  
*The department as defined by King County ordinance.*

6 Mail Stop \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ U.S. Post Office requires placement of mail stop above address.

7 Address \_\_\_\_\_  
*Address number, street name spelled out.*

\_\_\_\_\_ *City, WA and ZIP plus four-digit extension.*

8 Phone No \_\_\_\_\_  
*Area Code and Telephone number*

\_\_\_\_\_ *Area Code – Please specify other telephone number.*

\_\_\_\_\_ *Area Code and Fax telephone number*

\_\_\_\_\_ *Area Code and Pager telephone number*

\_\_\_\_\_ *Area Code and Cellular telephone number*

\_\_\_\_\_ *Area Code and TTY telephone number*

\_\_\_\_\_ *E-mail address*

Check box for website: ☐ www.metrokc.gov

*Only KC web home page, as shown above, permitted on front of cards*

Approved by \_\_\_\_\_ Quantity: ☐ 100 (\$30) ☐ 200 (\$33) ☐ 300 (\$36) ☐ 400 (\$40) ☐ 500 (\$45)  
*Manager or Supervisor Extra charge for two-sided business cards. If quantity not specified, you will receive 100.*

Submitted by \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ M.S. \_\_\_\_\_  
*Please print*

**Deliver to:** ☐ Submitter ☐ Name on card ☐ Will pick-up, call me at \_\_\_\_\_